

CENTRAL INTELLIGENCE AGENCY  
2430 E Street, N.W.  
Washington 25, D.C.

NIS CHAPTER IX MEMO NO. 47

DATE: 9 December 1959

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Policy and Procedures for Preparation of Aerial Photography  
Contributions to Chapter IX

The following policy and procedures were approved by the Chapter IX Subcommittee on 2 December 1959.

1. Policy

- a. The discussion of aerial photography will remain in Section 90, as stated in the NIS Standard Instructions.
- b. Presentation of data will continue to be in the form of text, tabular information, and graphics.
- c. Photography available in the United States, except that providing limited coverage for strategically unimportant areas, will be included in the tabular presentation. Photography not available in the United States will be included in the table on condition that it is easily procurable and can be readily evaluated.
- d. Photography not available in the United States that does not fall in the above category may be referred to in the textual discussion preceding the table, but the references will be generalized and details of the photography will be omitted.
- e. All coverage selected for inclusion in the table will be indexed on the graphics unless coverage is complete for the NIS Area.
- f. The format of the table will be modified as indicated on the attached sample, to allow for expansion of the evaluation column.

2. Routing and review procedures

- a. Army will prepare the basic text, table, and graphics in accordance with present policy.

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b. Army (OCE) will forward two copies of the text, table, and graphics to the Air Force (ACIC) and the Navy (USNHO), to arrive not later than 3 months prior to the date the contribution is due at CIA/DGG.

c. ACIC and USNHO will review the Army contribution, adding data or making modifications necessary to insure that the material meets Air Force and Navy requirements. ACIC and USNHO will return the contribution to Army (AMS) not later than 45 calendar days after the receipt of the Army draft.

d. Army will incorporate the data provided by the Air Force and Navy into the contribution to be forwarded to CIA/DGG. Questions concerning data or modifications contributed by the Air Force and the Navy will be resolved on a working-level basis; the names of the responsible analysts should therefore be furnished upon transmittal of the material.

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NIS Chapter IX Coordinator

Enclosure: Sample table.